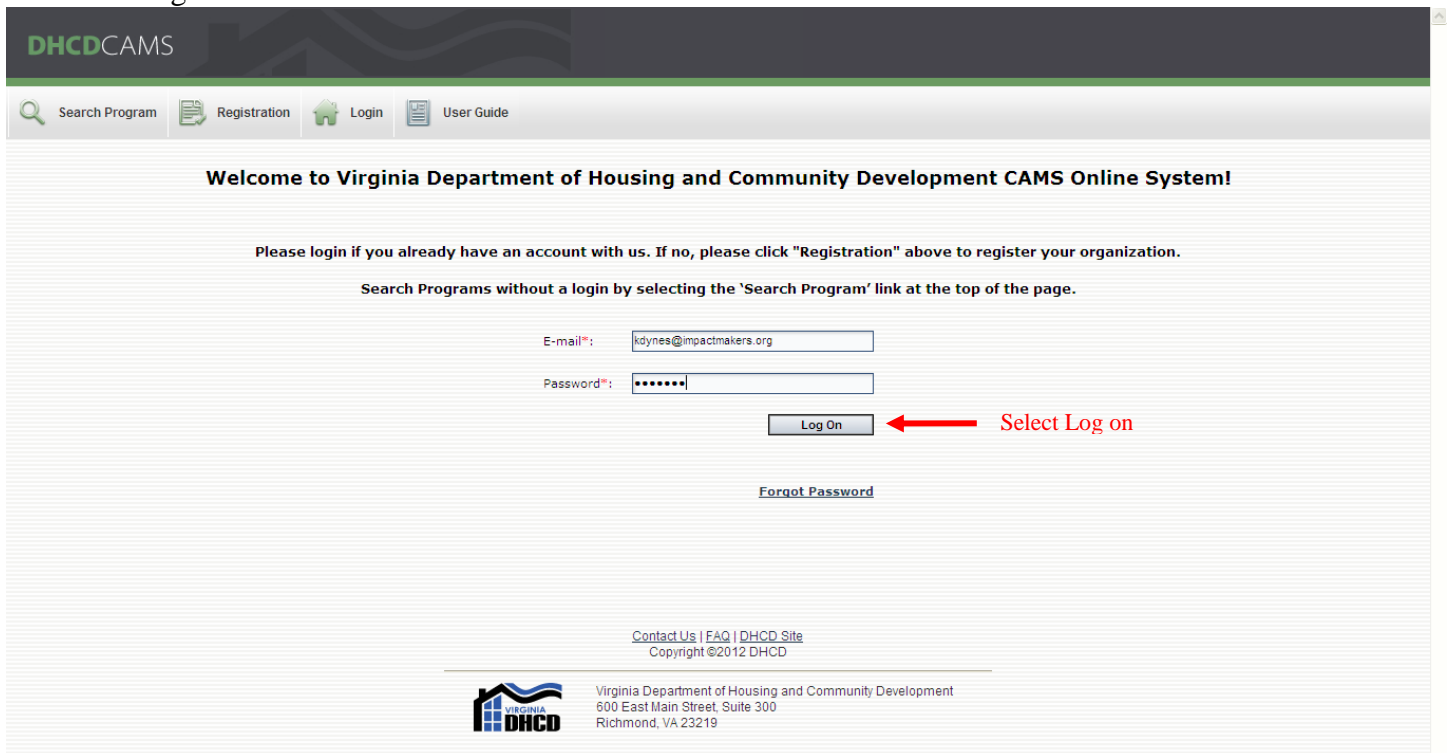


# User Reference Document – Manage Audits

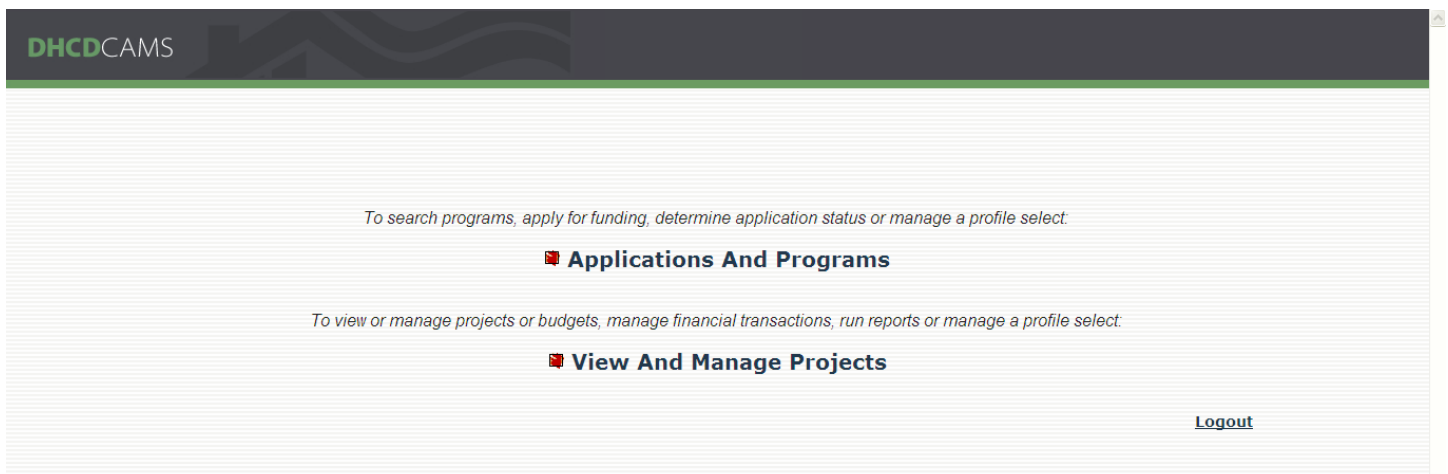
Although an annual audit or audited financial statement is not required to register your organization, one of these is required for funding through DHCD. If an audit file or financial statement was not attached with your organization's CAMS registration request, it may be uploaded at any time after your organization profile is approved. Access to upload is only available to the organization's Profile Manager, Head of Organization or Financial Analyst. A CAMS ID and password is also required.

On the CAMS Login Page, enter your email address (this is also your CAMS ID.)  
Enter your CAMS password.  
Select the Log On button.



The screenshot shows the DHCD CAMS login interface. At the top is a dark header with the 'DHCD CAMS' logo. Below it is a navigation bar with links: 'Search Program', 'Registration', 'Login', and 'User Guide'. The main content area has a welcome message: 'Welcome to Virginia Department of Housing and Community Development CAMS Online System!'. It includes instructions to login or register. There are input fields for 'E-mail\*' (containing 'kdynes@impactmakers.org') and 'Password\*' (masked with dots). A 'Log On' button is highlighted with a red arrow and the text 'Select Log on'. Below the button is a 'Forgot Password' link. At the bottom, there are links for 'Contact Us', 'FAQ', and 'DHCD Site', along with the copyright notice 'Copyright ©2012 DHCD'. The DHCD logo and address are also displayed.

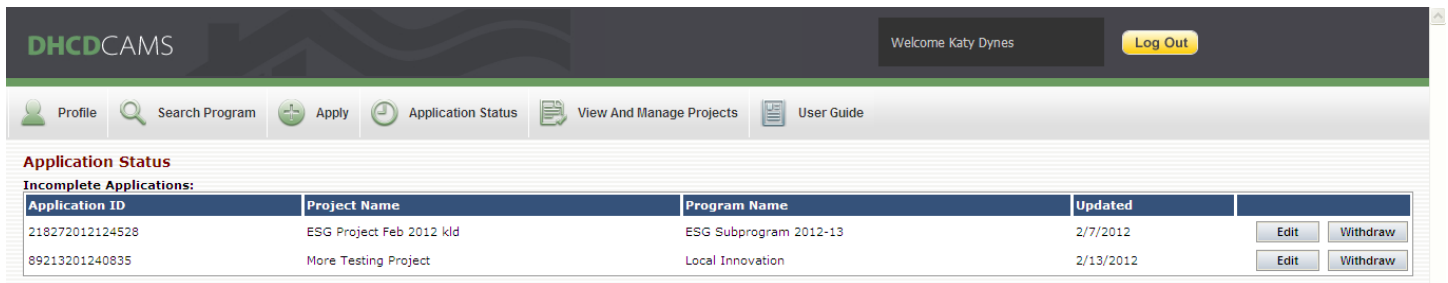
Once the Log On option is selected, the main menu page will display.  
Select either main menu. The Manage Audits page is accessible from either of these menus.



The screenshot shows the DHCD CAMS main menu page. It features a dark header with the 'DHCD CAMS' logo. The main content area has a navigation bar with links: 'Search Program', 'Registration', 'Login', and 'User Guide'. Below the navigation bar, there are two main menu options: 'Applications And Programs' and 'View And Manage Projects'. Each option has a brief description of its functionality. At the bottom right, there is a 'Logout' link.

# User Reference Document – Manage Audits

If the Application and Programs menu is selected, the Application Status page will display as shown below.



**DHCD CAMS** Welcome Katy Dynes [Log Out](#)

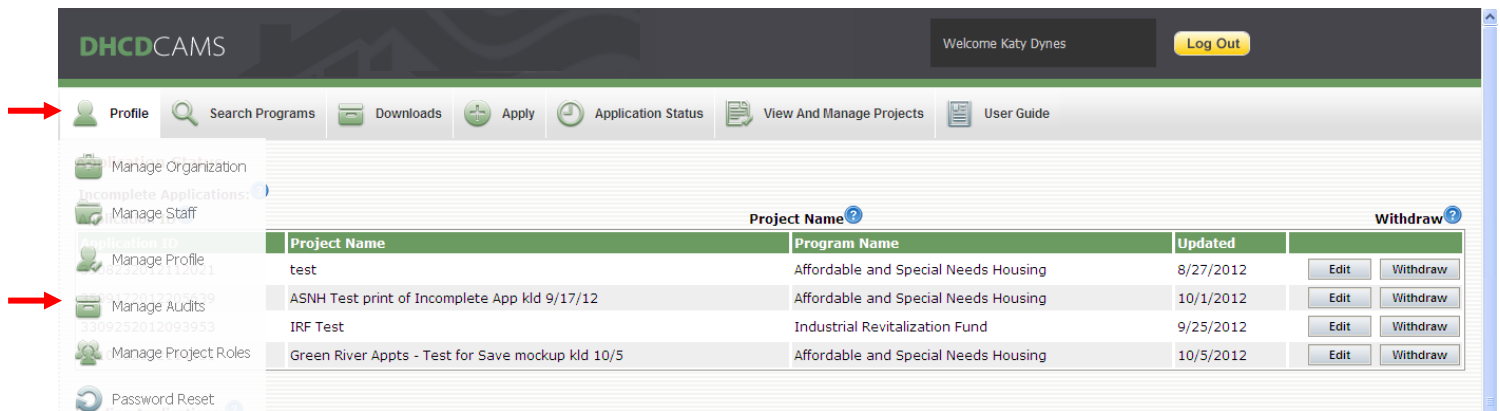
[Profile](#) [Search Program](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

**Application Status**

**Incomplete Applications:**

Application ID	Project Name	Program Name	Updated	Edit	Withdraw
218272012124528	ESG Project Feb 2012 kld	ESG Subprogram 2012-13	2/7/2012	<a href="#">Edit</a>	<a href="#">Withdraw</a>
89213201240835	More Testing Project	Local Innovation	2/13/2012	<a href="#">Edit</a>	<a href="#">Withdraw</a>

Select the **Profile** menu, and then the **Manage Audits** page.



**DHCD CAMS** Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Programs](#) [Downloads](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

[Manage Organization](#)  
[Manage Staff](#)  
[Manage Profile](#)  
[Manage Audits](#)  
[Manage Project Roles](#)  
[Password Reset](#)

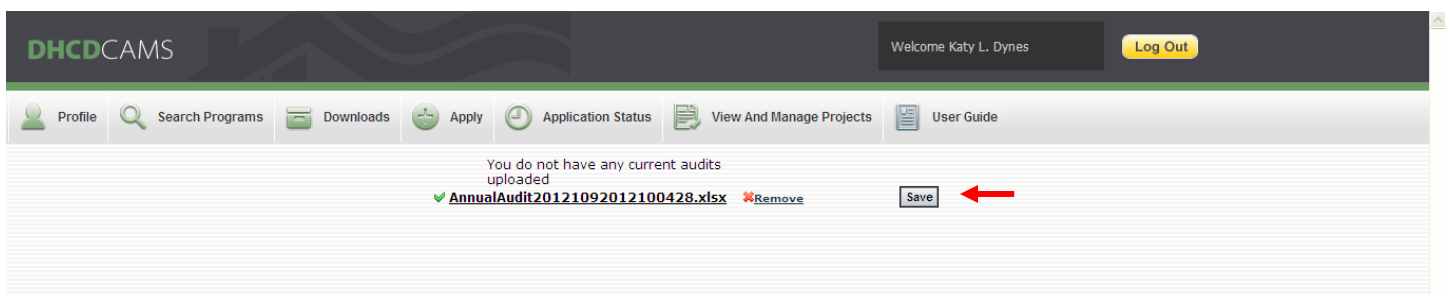
**Project Name** **Withdraw**

Project Name	Program Name	Updated	Edit	Withdraw
test	Affordable and Special Needs Housing	8/27/2012	<a href="#">Edit</a>	<a href="#">Withdraw</a>
ASNH Test print of Incomplete App kld 9/17/12	Affordable and Special Needs Housing	10/1/2012	<a href="#">Edit</a>	<a href="#">Withdraw</a>
IRF Test	Industrial Revitalization Fund	9/25/2012	<a href="#">Edit</a>	<a href="#">Withdraw</a>
Green River Appts - Test for Save mockup kld 10/5	Affordable and Special Needs Housing	10/5/2012	<a href="#">Edit</a>	<a href="#">Withdraw</a>

An updated audit (or reviewed financial statements) is required annually in order to be considered for DHCD funding and can be uploaded on the **Manage Audits** page.

Select Browse to find the file on your computer. Save the page.

If the incorrect file was selected in error, or a more up-to-date audit is available later in the year, click on “Remove” to delete the current audit file and then upload a new one.



**DHCD CAMS** Welcome Katy L. Dynes [Log Out](#)

[Profile](#) [Search Programs](#) [Downloads](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

You do not have any current audits uploaded

✓ [AnnualAudit20121092012100428.xlsx](#) [Remove](#) [Save](#)

Five years of files may be uploaded and stored in CAMS. When the sixth file is uploaded, the oldest file is automatically removed from CAMS and cannot be retrieved.